

## Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

### Minutes 11/09/17

2:10pm – 4:00pm

Room 3-142

*Members in attendance: Katie Schertle, Diana Tedone, Denise Erickson, Lisa Palmer, Sarah Aranyakul, Monica Malamud, Lale Yurtseven, Candice Nance, Marie Varelas*

*Guests in attendance: Tracy Huang, Michelle Marquez, Annie Nicholls, Michael Hoffman, Rebekah Taveau, Doug Hirzel, Phillip King, Jamillah Moore, David Reed, Dayo Diggs, Erin Moore, Guidance Gunundu*

No.	Item/Topic	Presenter	Time	Action
1	Call to Order		<b>2:15</b>	Called to order
2	Introductions		1	Information
3	Adoption of Agenda <a href="#">Change 7.5 to discussion of Community Ed Policy</a>		2:18	Approved as modified Unanimous
4	Adoption of Consent Agenda		2:19	Approved, with minutes modified as per Schertle's corrections

#### Consent Agenda

*All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen or member of the staff may request that an item be removed from Consent to be discussed in the order listed, after approval of remaining items on the consent agenda.*

4.1	Approval of Minutes: 10/26/17			
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#### Public Comment

5	Monica: We should consider translating student observation forms into Spanish for Spanish ELL Monica: AFT is reaching out to the other unions to elicit collaboration on alternatives to current system for resolving complaints.	Public	5	Information
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#### Regular Reports

6.1	President's report: Our last meeting of the semester will be December 14 <sup>th</sup> We still need PT instructor rep to PBC Diana will email to Science and Tech to elicit AS rep We need volunteer for next Tuesday's district budget meeting	Tedone	5	Information
6.2	Treasurer's report: none	Aranyakul	5	Information
6.3	Curriculum Committee 135 courses have been completed or are in the queue = 56% 95 of the courses will be handled on December 8th	Nance/Schertle	2:27	Information
6.4	Professional Development	Erickson	2:28	Information

	Two long-term proposals were funded (Cheri Markt and Lisa Palmer)			
<b>Senate Business</b>				
7.1	<p>Revision of Program Review Resource Allocation process</p> <p>Visiting team noted that our planning and budgeting council wasn't doing planning or budgeting</p> <p>Lack of transparency about what is funded and the decision-making process</p> <p>Currently we don't prioritize resource requests and administrators don't review requests</p> <p>The draft plan is available on the website for review (draft resource request process and prioritization rubric).</p> <p>Hirzel: Will requests be compared on a strict numerical scale?</p> <p>Marquez: Yes. But there are funds available for regular needs, that don't go through this process.</p> <p>King: Will someone guide the filling out of the form and evaluation of the proposals.</p> <p>Marquez: Yes. We will work through this together and revise as necessary. Attempt to create a structured process that doesn't currently exist.</p> <p>Marquez: Please contact her with comments or questions.</p>	Marquez and Huang	2:30 – 2:48	Information
7.2	<p>College Integrated plan presentation (see slideshow)</p> <p>Much was accomplished through Inquiry groups; we should create new such groups to address other issues</p> <p>Email questions to Rebekah</p> <p>Palmer: English faculty is concerned about students who placed into transfer level courses but are currently failing or withdrawing; the presentation didn't discuss supporting transfer-level students.</p> <p>Malamud, Erickson: This concern is not limited to English.</p> <p>Hoffman: AB 705 says we have to expedite remediation.</p> <p>Taveau: An Inquiry group would be funded to look at ways to support student success.</p>	Sidman-Taveau	2:48-	Information
7.3	<p>Flex process discussion</p> <p>Attempting to make flex day organization more transparent</p> <p>See draft outline of process (attached handout)</p> <p>Changes:</p> <ul style="list-style-type: none"> <li>(1) have AS approve proposed agenda</li> <li>(2) Send out schedule before end of the current term</li> </ul> <p>Nicholls: Would it be possible to let faculty know what they signed up for?</p> <p>Moore: Currently, no. Take a screenshot for yourself.</p> <p>Schertle: No proposals have been rejected?</p> <p>Moore: No proposals have been turned down. One was postponed. How to deal with too many proposals is TBD.</p>	Moore	3:06-3:26	Discussion

	<p>Hirzel: Does AS want to approve the proposed agenda?  Erickson; Palmer; Tedone: seems positive to elicit AS input  Tedone: feedback process is TBD  Moore: even if there is a theme, we don't want to discourage proposals</p>			
7.4	<p>Ranking faculty proposals  <b>Instructional Design Position:</b>  Palmer: Is this a faculty or staff position?  Malamud: We have non-teaching faculty  King: This is a position to support our continued development of online courses, which are increasing  Hirzel: Will this replace online coordinator position?  Reed: There is more work than can be done with the current release time position.  King: Given our growth in online courses, we may sustain both.  Reed: Kaven, Ware, Hughes can't manage current workload  Marquez: Until 2015, we had an instructional designer who did both roles of CIETL and instructional design.  Reed: Skyline uses instructional designed (classified) and  Lale: Will this position eliminate current release time for CIETL coordination?  Reed: Maybe.  <b>Biology:</b>  Hirzel: The position has been requested 5 times since 2014. The department could support 2-4 more FT faculty.  <b>CWA Counselor:</b>  Malamud: for the number of students being served (364 students), there are a number of positions.  Hirzel: Could the CWA counselor be a general counselor?  Aranyakul: Yes.  <b>Votes:</b>  #1 Biology (36 points)  #2 Math (32 points)  #3 EOPS Counselor (15 points)  #4 CWA Counselor (8 points)  #5 Instructional Designer (7 points)  President Moore: Which prioritization should take precedence, the AS tally or the new meeting presentation? (TBD)</p>	Tedone	3:27-	Action
<del>7.5</del>	<del>Review of By Laws – Article II Election of Officers</del>	<del>Tedone</del>	<del>10</del>	<del>Action</del>
7.5	Community Education Classes Board Policy 6.90	Tedone	10	Postponed
<b>Other Reports, Meetings and Deadlines</b>				
8.1	<p>Upcoming Governance Meetings  A. ACES Nov. 21<sup>st</sup> and Dec. 5<sup>th</sup> (2:30-4:30 in CIETL)  B. Curriculum Dec. 8<sup>th</sup> (9:30-11, 2:10)  C. IPC Nov. 17<sup>th</sup> and Dec. 1<sup>st</sup> (9:30-11:30, 2-10)</p>			

8.2	Upcoming Events: Library events to support students over finals Accreditation needs input			
9	Adjourn	Tedone	4:00	Action
	Next Meeting- No meeting on the 23 <sup>rd</sup> (Thanksgiving) Fall agenda items: Accreditation, Employee Office Technology Device standards and replacement policy; Professional learning for faculty; New instructional program development; Program revitalization and PIP; Guided Pathways & meta-majors.			Dec. 14, 2017

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Cañada College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*

**Academic Senate for the 2017 – 2018 academic year:**

President: Hyla Lacefield; Vice President: Diana Tedone; Secretary: Lisa Palmer; Treasurer: Sarah Aranyakul; Curriculum Committee: Candice Nance/Katie Schertle; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Monica Malamud; Science and Technology Division: vacant; Business, Design & Workforce Division: Lale Yurtseven; KAD and ASLT: Marie Varelas; Student Services: Daryan Chan